

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

CODE ENFORCEMENT SPECIALIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Code Enforcement Specialist is the first and entry level in a five level Code Compliance series, under close supervision. Incumbents are trained to enforce minor, routine, or less complex Public Nuisance and Zoning codes as enforced by the division.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision.

The Code Enforcement Specialist is distinguished from the Neighborhood Standards Specialist, which is responsible for performing complex Public Nuisance and Zoning code enforcement activities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Conducts field inspections of violations to the City's Public Nuisance and Zoning codes, evaluating situations to determine infringements, enforcing codes, and coordinating the handling and resolution of violations with internal departments and/or external agencies.	Daily 55%
2.	Enters a variety of information into applicable databases regarding code enforcement activities.	Daily 10%
3.	Interacts extensively with the public to discuss and provide information on the City's Public Nuisance and Zoning codes.	Daily 15%
4.	Conducts research to determine property ownership, history, approved uses, and/or other applicable items.	Daily 5%
5.	Prepares and disseminates correspondence and citations to code violators.	Daily 5%
6.	Consults with property owners and contractors on methods of abatement and to inspect contractors' work.	Daily 5%
7.	Participates in legal hearings, serving as a witness.	Occasion- ally 5%
8.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Thirty college units and one year of public contact experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
 - Qualifying experience may be substituted for college units.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Database management principles;
- Recordkeeping principles and practices;
- Customer service policies, principles and practices.

Skills (position requirements at entry):

Skill in:

- Providing customer services
- Organizing and maintaining accurate technical, complex, sensitive, and or confidential records and files
- Developing, maintaining and monitoring database records
- Using computers and applicable software applications
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Conducting inspections and investigations
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Dealing tactfully with difficult people both telephonically and in person
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, travel and disruptive people.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008